

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	06-055
<b>Final Filing Date:</b>	9/28/06 or Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst (EEO Officer)	\$4111-\$4997 per month	Office of Statewide Health Planning & Development Human Resources Services 1600 9 <sup>th</sup> Street, Suite 435 Sacramento, CA. 95814

**Do you want to join an organization that is a 2006 Sacramento Workplace Excellence Leader award winner?** If so, please keep reading! The Human Resources Services Office (HRS), under the purview of the Director's Office, is seeking a highly motivated Associate Governmental Program Analyst who 1) has the ability to take initiative, 2) works well independently, 3) can handle multiple priorities and sensitive issues, 4) maintains confidentiality, and 5) exhibits a high degree of service-oriented professionalism in a diverse workplace. Under direction from the Human Resources Manager (SSM II), the Equal Employment Opportunity (EEO) Officer is a highly skilled individual providing technical consultation and guidance to executive and management staff with respect to Civil Rights and EEO issues. The EEO Officer handles a variety of areas, such as:

- ❖ The Office's Civil Rights and EEO Program, Upward Mobility Program, Disabled Employment Program, Reasonable Accommodation Program, EEO Counselor Program, and serves as the principle advisor on recruitment issues.
- ❖ Specialized investigations, in accordance with Title VII and State regulations, in the areas of discrimination/sexual harassment/workplace violence at all OSHPD worksites in Sacramento and Los Angeles.
- ❖ Recruitment efforts that optimize OSHPD's goals of achieving a diverse workforce, and monitoring employment activities to ensure compliance with state and federal laws.
- ❖ Assist in the leadership of the Employee Activities Committee, Disabled Employee Advisory Committee, and Upward Mobility Committee.
- ❖ OSHPD's Reasonable Accommodation process, ensuring compliance with OSHPD policy, federal and state laws.

## Desirable Qualifications:

- ❖ Excellent interpersonal skills utilizing sound judgment, discretion, tact, and a high degree of professionalism.
- ❖ Ability to maintain a high degree of confidentiality, initiative, independence, and accuracy in performing tasks.
- ❖ Ability to analyze data and present ideas and information both orally and in writing.
- ❖ Working knowledge of computers and applicable software programs including MS Office and GroupWise.
- ❖ Ability to handle multiple priorities and deadlines while working cooperatively with others.
- ❖ Demonstrated experience in above program areas is highly desirable.

## Who May Apply:

Applications are welcomed from individuals currently in the AGPA classification or individuals who have list, transfer, or reinstatement eligibility. The most qualified applicants will be interviewed. Appointment is subject to SROA/Surplus policies.

# OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Please submit a standard State Examination and/or Employment Application (STD 678) and a resume to:

OSHPD – Human Resources Services Office  
Attention: Michelle Stump (Job #06-055)  
1600 Ninth Street, Suite 435  
Sacramento, CA 95814

For further information contact Doris Bloom at (916) 653-2505.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

